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*Date: Approx.
1 Sept. 1953*

GENERAL SERVICES OFFICE

Justification of Supplemental Estimates

Vouchered Funds

Rec Mgt 5-1-3

- (1) A supplemental of _____ in the activity "Records Services" to

Objective: Construction of a CIA Records Center

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- Necessity:
- a. It is essential that the great volume of inactive Agency records be transferred on a continuing basis from expensive office space and filing equipment to the more economical Records Center type storage facilities.
 - b. *It is estimated that* Agency records will continue to be created at the rate of approximately 20,000 cu. ft. per year (equivalent to 1,000 4-drawer legal size file cabinets valued at \$235,999).
 - c. Temporary provisions have been made for use of the cinder-

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block _____ as the Agency Records Center.

The temporary arrangement provides the minimum in both security and operational requirements and was authorized with the understanding that ~~other~~ permanent facilities would be made available within a reasonable period. The Rosslyn property cannot be expanded to provide for future requirements and the cost of renovation for current needs on a permanent basis is considered excessive. For this reason new construction is requested. Since the Records

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Center operation is a continuing one, and the present facilities offer only the minimum in security and operational requirements, it is recommended that construction in 1955 be approved.

Plan of Work:

As indicated in Item 2 (b), it is estimated that 8,000 cu. ft. of records per year (equivalent to 1,000 4-drawer legal size combination lock safes) will be transferred to the Records Center. It is anticipated that the continued transfer of records to the Records Center will be accomplished through the attainment of the legal requirement that this Agency, as well as all agencies, have a records control schedule of all major groups of records by 30 June 1954. The 8,000 cu. ft. of records to be retired annually represents 40% of the estimated annual accretions for the Agency. The 40% figure is believed to be conservative in comparison with other Government agencies.

Financial Requirements:

405,000

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